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30TH SPACE WING

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Civil Engineering

FACILITY MANAGERS GUIDE

OPR: 30CES/CEOFP (MSgt P. Root)

Certified by: 30 CES/CEOF (CMSgt. D. Reyes)

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Vandenberg AFB

Facility Managers Guide

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Introduction to Civil Engineering

The 30th Civil Engineer Squadron (30 CES) is responsible for the development, operations, maintenance and repair of the Vandenberg AFB infrastructure, facilities, facility systems, roads, grounds and much more. We accomplish our mission both with in-house labor and with contracts. The squadron has two large flights, Operations Flight and Engineering Flight, which together accomplish 99 percent of the work with which you're concerned as the Facility Manager. As you read on, you will realize that for the most part our Operations Flight is our in-house work force while our Engineering Flight manages our contracts. This chapter also outlines the roles of our other flights for your information.

1.1. The Operations Flight (CEO).

The majority of the day-to-day work is accomplished by our 400 person in-house work force, known as the Operations Flight, comprised of seven elements and roughly twenty shops of carpenters, electricians, plumbers, heating and air-conditioning technicians, heavy equipment operators, generator technicians and the like. These are the folks you depend on day in and day out, to keep your facility running smoothly and looking professional. A quick description of each of the seven elements of the operations flight follows.

1.1.1. Facility Maintenance Element (CEOF).

Much of the work requested by Facility Managers requires immediate attention. The Facility Maintenance Element, also known as "the Zones," is there to respond. This element consists of our main Production Management/Customer Service unit and three geographically separated Zones. The Zones operate DIN trucks ("Do-It-Now") that are deployed to the field daily to handle one job after another. If the lights go out in your commander's conference room before the big meeting... chances are our DIN truck crew will be the people fixing it for you. Most important though, the Zones are your first point of contact for submitting work requests to Civil Engineering. You will learn more about how to request work from CE as you read on.

1.1.2. Maintenance Engineering Element (CEOE).

The Maintenance Engineering Element has a Service Contracts Section responsible for managing all of the service contracts that help keep your facility clean and professional looking. Some of the services offered by the Service Contracts Section include: grounds maintenance, custodial services, refuse/recycle collection, window cleaning, chemical toilets and more. Depending on the status of your organization, your facility may be entitled to these services at no cost.

1.1.2.1. The Missile Engineering Section (CEOEL).

This flight's job is to manage the large Launch Operations and Support Contract (LO&SC) that is responsible for the operation and maintenance of many of our launch critical facilities. Some of your facilities may be covered by the LO&SC.

1.1.3. Heavy Repair Element (CEOH).

This element is comprised of two sections known as Vertical and Horizontal. The Vertical section includes carpenters, electricians, plumbers, welders, and a machinist who's primary mission is to take on large renovation projects. Our Vertical shop often renovates whole buildings at a time; replacing entire plumbing systems, electrical systems, carpet, ceilings, doors, windows... the whole nine yards. The Horizontal Construction section responsible for all of the heavy construction work to include paving, concrete, earth work, sidewalks, curbs, gutters, basically anything that requires digging into the ground or heavy equipment. This shop also operates Vandenberg's 30-year landfill.

1.1.4. Infrastructure Element (CEOI).

This element maintains all of Vandenberg's utility systems including water, sewer and storm drainage lines, electrical distribution lines, transformers, alarms, and generators. This element also operates the two water plants on the base. As a Facility Manager, you will probably not be dealing with this element on a normal basis.

1.1.5. Material Acquisition Element (CEOM).

This element is made up of all of Civil Engineering's supply folks. These are the people who order, warehouse, inventory and issue all of our tools, materials, vehicles and equipment. More importantly, this is the section that operates our Base U-Fix-It Store (BUFIS). You will learn more about self-help and the BUFIS program in Chapter 4.

1.2. The Engineering Flight (CEC).

This flight consists of roughly forty engineers, architects and project managers who manage the construction, renovation, maintenance and/or repair contracts designed to upgrade and build new facilities. Chances are your facility has anywhere from three to five of these projects programmed for future accomplishment. As the Facility Manager, you will have little day-to-day dealings with this flight, however you should be aware of any projects that are programmed against your facility and the year in which they are scheduled for construction. This may affect the type and amount of work the Operations Flight can perform in your facility. Any new construction requires siting approval by 30 CES/CECB.

1.3. The Environmental Flight (CEV).

This flight is responsible for protecting Vandenberg's natural and cultural resources. This is accomplished by ensuring compliance with all federal, state, county, DoD and Air Force environmental laws and regulations. If you have any questions about environmental issues, this flight is your point of contact. As the Facility Manager, you should be aware of any hazardous materials, such as asbestos and lead-based paint, in your facility. The environmental flight has a database that you can reference for this information. All BCE work requests (30 SW Form 35) **Base Civil Engineer Work Request,** must be coordinated through this flight.

1.4. The Fire Protection Flight (CEF).

One of the jobs of the 30 CES is to provide fire protection services to Vandenberg. Our fire department operates five fire stations on base. To report emergencies dial 911. The fire department also has a second phone line, 734-4117, which you can use to report fire hazards anonymously. All BCE work requests (30 SW Form 35) must be coordinated through this flight.

1.5. Commonly Used CES Phone Numbers:

Fire/Security/Ambulance	911
Commander, Operations Flight	6-4749
Chief of Engineering Flight	6-5372
Chief, Heavy Repair Element	6-1600
Chief, Infrastructure Element	5-8351
Chief, Maintenance Engineering Element	6-1628
Service Contracts (Grounds, Custodial, etc.)	6-2330
Chief, Facilities Management	6-3809
Zone 1 Customer Service	6-1614/6-4547
Zone 2 Customer Service	5-1393/5-3073
Zone 3 Customer Service/PMU	6-0010/6-3152
DCC (night emergency work)	6-1856
Chief, Material Acquisition/BUFIS	6-3900/5-8797

2

Terms and Explanation

Terms

Base Utility — Any electric, gas, water, sewer, storm drain, steam, petroleum, telephone, telegraph, fiber optic, cable television, or other utility installation owned by VAFB.

BCE Multicraft Job Order — AF Form 1219, BCE Multi Craft Work Order (Attachment 3). This form is used to record minor routine work during regular facility inspection visits.

BCE Work Request, 30 SW Form 35 — Base Civil Engineer Work Request (Attachment 2). This new form's purpose is threefold. First, it is used to request modification, alteration, new work, large-scale maintenance and repair, reimbursable work, Local Manufacture, and/or all Self-Help work. Second, it is used to notify all interested base offices of upcoming work which may affect various utilities, systems, the environment, traffic flow, communications, etc; and to prevent interruption of any utilities located at or adjacent to the proposed work area. (Note: You must have an approved form before starting any kind of work.) Third and final purpose is for the environment. It is used in accordance with AFI 32-7061 and is necessary to evaluate the potential for the environmental impacts of proposed projects.

CCP Manager — A person in CE who is responsible for managing the Customer Care Program (CCP). This person is normally the Chief of Facility Maintenance or Production Management (30 CES/CEOF or 30 CES/CEOFP).

Coordination Meeting — Weekly meeting to bring PMU Representative, Utility Representatives, other base representatives as required, and the Requester together for coordination of the proposed work.

COR — Contracting Officer Representative (only pertains to contractors).

Customer Service Survey, (Attachment 5) — This office form is used to allow base customers to provide feedback on how we may serve you better. Your input and ideas will help us provide faster and higher quality service. As a customer, you may fill out a customer service survey at any time. However, we urge you as a Facility Manager to complete a customer service survey at the completion of each job. You should receive one from the Zone Inspector during the facility inspection, prior to the commencement of the maintenance visit, or at the completion of a job.

Direct Scheduled Work Order (DSW) — The DSW is the fastest way for CE to approve, authorize and accomplish work. A DSW does not require detailed planning; takes less than approximately 50 man-hours to complete; for minor construction work is less than $2,500; and for maintenance or repair work is less than $5,000. It is usually classified as an Emergency, Urgent or Routine. This category of work requires a phone call to your facility maintenance Zone

for emergency or urgent work. If the work is routine, you must prioritize it and hold it until your next scheduled facility maintenance inspection

Excavator — Any individual, contractor, or organization, either military or civilian who excavates deeper than six inches.

Excavation — Any operation in which earth, rock, or other materials are moved, removed, saw cut, or otherwise displaced.

Facilities Board — A board established by the 30th Space Wing Commander to provide corporate review and recommendations concerning the use of real property facilities and CES resources in support of the mission.

Facility Manager — Is the single point of contact for communicating with CES on facility requirements and is designated by each unit commander/responsible officer.

Facility Manager Logbook/File — This a file that shows a chronological record of all maintenance, repair., or construction work completed, in-progress, or planned for accomplishment in your facility. It also assists in managing all other areas of responsibility such as key control, service contracts, fire prevention, etc.

Facility Maintenance Inspection (FMI) — A recurring inspection of all buildings scheduled by Facilities Maintenance Zones to receive and identify routine work. All facility maintenance items are recorded on AF Form 1219. (**Attachment 3**). Each Zone receives, classifies and processes work received and provides current status to the Facility Manager of on-going work.

Group — A division of base personnel, units and contractors for the purpose of the CCP. Groups include: Command Section (30 SW and 14 AF), Operations Group, Logistics Group, Support Group, Det 9 SMC, 576 FLTS, and 381 TRG.

Group Work Order Monitor — A person selected by the Group Commander to monitor the Group involvement in the CCP, and maintain the Group priority list.

Horizontal Construction Section — A team of approximately 45 CE heavy equipment operators who execute earthwork, site work, and paving work orders.

IAW — In Accordance With.

Indefinite Delivery Indefinite Quantity (IDIQ) Contract — A pre-awarded contract to accomplish maintenance and repair of real property where the scope is not known until the individual requirements are identified and relates to one type of system (Roof repair, asbestos abatement, pavements, etc).

Non Fair-Wear and Tear Facility Damage — This is facility damage resulting from abuse or other than normal wear and tear, such as; someone hitting a fence, or punching a hole in a wall.

This type of facility damage requires an investigation in order to find the person or persons responsible for the damage to government property. If abuse is suspected, report it to the Security Police and your commander right away, so all parties can decide as to how damages can be repaired.

Power Conditioning and Continuation Interfacing Equipment (PCCIE) — PCCIE is non-RPIE, and therefore user purchased and maintained, (reference Engineering Technical Letter 86-17).

Production Management Unit (PMU) — This unit serves as the link between the Zones, the rest of Civil Engineering, and the Facility Manager. They administer the Facility Manager Program, Work Request Review Panel, the Customer Care Program and the Missile Facility Maintenance Scheduling. They can also receive, classify and process work requests and provide current status to Facility Managers of all on-going work. They receive and process all Facility Manager appointment letters.

PMU Representative — 30 CES Production Management Unit Representative.

Project — Larger scale work beyond CE's in-house ability or man-hour capacity. Requires long-range planning and programming, detailed separate Architectural and Engineering Design and Construction effort by contract, cannot be accomplished via SABER or IDIQ, and falls into the Military Construction (MILCON) or other O&M 5-year project programs. A 30 SW Form 35 is required for this work as well.

Quarterly CCP Update Meeting — A quarterly meeting between CE's CCP staff, Group Commanders, and Work Order Monitors to review the Group's current Work Order Priority List.

Real Property Installed Equipment (RPIE) — RPIE are those items of government-owned or leased accessory equipment, apparatus and fixtures that aid in the function of real property and are permanently attached to, integrated into, or built in government-owned or leased property.

Requester — Any individual, contractor, or organization, either military or civilian, who initiates a Work Clearance Request.

Simplified Acquisition of Base Engineering Requirements (SABER) — A streamlined process for accomplishing smaller engineering work requirements which are beyond the in-house capability in terms of man-hours or expertise, but not large enough to qualify for a large-scale separate design and construction effort.

USA — Underground Service Alert (telephone number: 1-800-227-2600).

Utility Representative — 30 Civil Engineer Squadron / 30 Communication Squadron representatives and all other organizations that have subsurface utilities on VAFB.

Vertical Construction Section — A team of approximately 12 CE craftsmen who execute construction and renovation work orders.

Work Order — In-house work that requires detailed planning to build a bill of materials; large scope involving more than one craft, and requiring approximately 50 - 250 man-hours. A 30 SW Form 35, Base Civil Engineer Work Request is required (see Attachment 2 for instructions). Also a unit of measurement for allotting CE manpower and materials to each Group (general rule is: 180 to 250 man-hours per Work Order)

Work Order Balance — The number of Work Orders a Group has yet to use in the current period.

Work Order Priority List — A list or the top priority work orders for each Group, maintained by the Group Work Order Monitor.

Work Request Review Panel (WRRP) — A panel consisting of mostly CE management personnel established to review all work requests (30 SW Form 35, Attach 2) which do not meet the direct scheduled work order criteria in order to determine if the request is valid, the work is a CE responsibility, and if it has an environmental impact. Also, the panel ensures the work request is not a duplicate requirement and the work request supports the planned use of the facility.

3

Facility Manager Roles and Responsibilities

Your role is extremely important not only to Team Vandenberg, but especially to those seeking your assistance in maintaining and/or upgrading your facility. You will have a major impact on those individuals that work and serve in your facility, and you will want to take the lead on all work required to maintain a quality environment. Your co-workers are depending on you to alleviate their problems and concerns with the building they spend day after day in. Knowing your responsibilities and performing your duties will enable your unit to maintain mission readiness and quality working conditions. Remember - YOU are ultimately responsible for your facility, and we are here to help you.

3.1. What is a Facility Manager?

A Facility Manager is the commander's and facility occupants' representative to the Base Civil Engineer (BCE) for any work needed on real property or RPIE, regardless of whether you are a military member, Federal employee, or a contractor supporting the Air Force. Because you are the single point of contact to the BCE, you personally must be the one to request any maintenance, repair or alteration of your facility. Your co-workers should route any requests through you, and not directly to CE. Except for emergencies, we will deal only with the Commander or Facility Manager, and will provide all feedback to those individuals.

Your unit commander should notify Production Management when you are relieved or appointed as Facility Manager at least 10 days in advance. As soon as you assume this position, a Facility Manager Appointment Letter must be submitted to the PMU (see Attachment 1 for letter format). Production Management or your respective Zone will schedule and provide you a mandatory briefing on your duties and responsibilities.

Facility Managers are assigned as either Primary or Alternate. If you occupy a building with more than one organization assigned, the organization which occupies the most square footage will have Primary Facility Manager responsibility. The remaining Facility Managers assigned will be Alternates. An organization can assign as many Alternates as the Commander feels is necessary, but there will only be one Primary for each facility.

3.1.1. Facility Maintenance Team Development/Concept.

The Facility Maintenance Team consists of all the multi-craft maintenance mechanics assigned to your Zone. As a team, they are dedicated to taking care of the most demanding buildings in your Zone.

The large number of routine work requests called in on high-traffic facilities demanded that CE take a new approach on maintaining these buildings. We found that we were getting called to some of these buildings as much as thirty or forty times each month! Most of the time these calls were small routine repair items that took less than ten minutes to fix, things that could have waited, or things that could have been prevented by a periodic preventive maintenance visit.

In an effort to reduce the number of times we travel to each of these facilities each month, we instituted the Facility Maintenance Team Concept. The team is dedicated to visiting each of these high-traffic buildings periodically, and accomplish all the work we can in one day. The idea is that if we travel to your facility only once a month, quarter, etc, instead of thirty times a month, quarter, etc, we've saved twenty nine round trips to your building... that's a lot of time saved! This program can only work with the involvement of the Facility Manager. Your involvement in this process is crucial to its success.

3.2. The Facility Manager's Role.

The Facility Manager's role in this program is critical. In the past, most Facility Managers would simply call their Zone customer service center to report needed work. They waited extremely long periods of time for only one requirement to be completed. **We ask you not to do this!** Since we are not going to respond to your facility right away, there's no need for you to call us when you spot minor **routine** maintenance items or things that do not need to be done immediately. Instead of calling the Zone, simply prioritize the work and make a note of the work requirement on an AF Form 1219 (Attachment 3) and wait until the inspector visits you. This will help reduce the number of phone calls coming into the customer service centers and eliminate unnecessary delays on other work items. The Facility Maintenance Team can provide you with an AF Form 1219 if you do not have one, and they will be happy to show you how to fill it out. Give them a call at your respective Zone if you have any questions.

3.3. Facility Manager's Responsibilities.

As Facility Manager, you are the eyes and ears of your facility. It is your responsibility to identify your requirements, submit requests for services to us and monitor all service contract work being done. Other areas of responsibility include: ensuring mechanical rooms and trash areas are neat and clean, knowing if and where asbestos and lead based paint are present in your facility, maintaining control of keys, and performing the other duties outlined in this guide.

3.3.1. FMI Responsibilities.

There is a one-day inspection conducted by the Facility Maintenance Team Inspector/Planner **with you!** The inspector will notify you prior to visiting your facility and schedule a time to meet you or, at your request, can provide you with a schedule ahead of time so you can prepare. Between visits you must collect/identify routine requirements and prioritize these before the inspection visit. You should keep track of all your outstanding work requirements on an AF Form 1219 and present this to the inspector. If you have any 30 SW Form 35's, you may give these to the inspector as well.

The inspector will walk around the facility with you and note all the things that need to be fixed. In addition, the inspector is trained to answer any of your CES questions, or at least point you in the right direction. During the inspection visit, you and the inspector will agree to the work identified, the date set for the maintenance team visit, and will both sign the AF Form 1219. The form represents our contract with you. We will be back on the date specified or will inform you if work must be rescheduled. The visit rarely takes more than one to two hours, and it's time

well spent if you are prepared. The maintenance team visit should normally be within two weeks from the inspection date.

Finally, during the inspection visit, you will receive a Customer service Survey to be filled out at any stage in the process. It is essential you return the survey, especially at the completion of work so we know that we are responding to your needs.

3.3.2. Parts Ordering.

After we inspect the building with you, we immediately order all the materials we are going to need to do the work identified. We give ourselves at least two weeks to order and receive all materials. Sometimes, we may not be able to procure required materials in time for the maintenance visit. In this situation, we order parts on a separate work order. When the parts arrive, we do the work on the next scheduled visit. Your job is to make sure we keep you informed of the material status.

3.3.3. Maintenance Visit.

No later than two weeks after the inspection visit, we should return to complete as much work as possible identified on the AF Form 1219. You will be informed of the maintenance visit date during the inspection visit and you should be present when the team arrives. The team will arrive with all the required tools and materials and complete as much as possible in one day. You should be present or available to the team throughout the day so they can communicate any schedule changes or problems as necessary. If work cannot be completed during the visit, those items should be carried over to the next visit and recorded on a new AF Form 1219. Unless you determine there is higher priority work, we perform carry-over work first.

During the maintenance visit, other work may be performed on the building's structural, mechanical or electrical systems under the recurring work program (RWP). If this is the case, it may limit the number of man-hours available for other routine work. You will be informed of these limitations. CES will make every effort to meet its customer commitments and complete all agreed upon work plans.

3.3.4. Service Contract Monitor.

We spend over $5.0 million each year on service contracts such as grounds maintenance, refuse collection, and custodial services. Therefore, it is crucial that you are aware of services your facility receives, what they do, and do not include. If you notice a problem or shortfall in the service being provided, call the Service Contract section (30 CES/CEOEC) at ext. 6-2330. Do not approach the contractor or their workers; they will only refer you to us. Contact us directly, we are the only ones legally authorized to communicate with the contractor. We will address Service Contracts in more detail in **Chapter 7**.

3.3.5. Grounds Maintenance.

Although the grounds maintenance contractor is charged with the general upkeep of the grounds, keeping the outside appearance of your facility in good condition is ultimately your

responsibility. It is especially important during DV/VIP visits and inspections that you police the area for trash, cobwebs, limbs and other unsightly objects. Periodically walk around your building and take note of the little things that can be done to make a big difference on the image your facility gives your organization. If you notice a problem with your sprinklers or timer, the only one authorized to make repairs or adjustments is the contractor. Call Service Contracts at ext. 6-2330 and we will arrange to get the repairs made. Facility Managers are not authorized to touch any of the contractor's watering systems, including any hoses or hose sprinklers he has set out.

3.3.6. Reserved Parking Signs.

Reserved parking signs can be a problem at this base. Often times, these signs become a maintenance problem or add to the "visual clutter" on the base. The negative impacts may be minimized by your support in managing an aggressive parking plan for your facility. AFI 31-204, **Air Force Motor Vehicle Traffic Supervision** states that "reserved federal employee parking spaces for private vehicles will be limited to commanders, deputy commanders, unit commanders and first sergeants". Before a request for a new or altered sign is submitted to CE, the Support Group Commander is the only person authorized to make and/or approve changes to this list. The general rule for reserved parking signs is that no more than 10 percent of the parking area should be reserved parking with 5 percent or less for higher officials. When you request changes to your existing parking plan, you must attach a drawing to the 30 SW Form 35 indicating proposed locations and coordinate the package with the Law Enforcement Operations (30SFS/SFOL) in Bldg. 13675.

3.3.7. Energy Management.

You are the person with the most direct influence in helping the base meet its energy reduction goals. Take a periodic walk through your facility to make sure smart energy practices are used. For any area that needs improvement, contact CE for correcting wasteful conditions. Money saved from utility conservation can be used to improve quality of life in your facility, so be energy-conscious, monitor all areas and make sure of the following:

a) Thermostats are set at correct temperatures (78 degrees in summer and 68 degrees in winter)

b) Windows and doors are closed during heating or cooling

c) Lights are turned off after hours or when not in use

d) Unused equipment is not needlessly running

e) Plumbing fixtures (e.g.; sinks, commodes, urinals, showers, etc) are not wasting water

3.3.8. Fire Prevention. (Refer to Fire Prevention 30 SWI 32-102)

As Facility Manager, you are responsible to your unit commander for the fire-safe condition of your facility. Accompany the fire inspector during inspections, and ensure all fire prevention and planning items are in place, such as:

a) Fully functional alarm and suppression systems.

b) Fully charged and accessible extinguishers.

c) A monthly record of fire extinguisher inspections.

d) A posted fire exit/escape plan; as required.
e) The practice of good fire precaution and housekeeping measures.
f) Mechanical rooms clear of junk and clutter.
g) Ensure AF Form 1487, Fire Protection Visitation Report, is addressed, signed by the commander, and returned to base Fire Prevention Office by suspense date.
h) A properly maintained facility Fire Prevention Folder.

3.3.9. Security.

3.3.9.1. Building security is another responsibility of the Facility Manager. Establish a standard procedure for ensuring that your facility is secure from illegal entry at all times. Double check all doors and windows during the closing procedure and be sure all locking devices are in good working order. An insecure building due to a mechanical or structural deficiency constitutes an emergency and should be called in immediately.

3.3.9.2. Security Force/Law Enforcement patrols conduct regular security checks of all base facilities. If your facility is found insecure, you will be notified and required to report immediately to secure it. A follow-up DD form 1569, Incident/Complaint Report will be sent to your commander for action.

3.3.9.3. Impress upon all personnel the importance of building security. Without their cooperation, your job as Facility Manager will become more difficult. Regardless of who is responsible for the break in building security, **you** must report to the facility and correct the situation.

3.3.9.4. If you have any questions concerning building security, contact the Security Forces Crime Prevention Sections, the Resources Protection Section, or the Law Enforcement Desk at ext. 6-3911.

3.3.10. Key Control.

As Facility Manager, key control is an important part of your job. Keys will be issued to Facility Managers only from the 30 CES Lock shop. Key control starts when keys are issued. All keys will be issued on an AF Form 2432, Key Issue Log. Master keys should be strictly controlled. In order to make key control easier, only issue the fewest number of copies needed. If a master key is lost, it must be reported to the Security Forces. Also of major concern are spare keys. You can ensure their control by keeping them locked in a key box. Anytime personnel go PCS, PCA, or TDY for over 30-days, they must turn in their keys to the Facility Manager. If you break a key, bring all the pieces to the lock shop and they can replace the broken key for you. If, for any reason, positive key control has been lost to your facility, it is your responsibility as Facility Manager to request re-keying of the entire facility.

3.3.10.1. Key Duplication.

Facility Managers are the only personnel authorized to request key duplication or replacement. This is accomplished by submitting a 30 SW Form 35 to the CE Zone (1, 2, or 3) which your facility is located in. Upon satisfactory review of the request, the Zone will assign a DSW number. To expedite the process, you may hand carry the DSW from the Zone to the Civil Engineer Heavy Repair Vertical Shop (CEOHV) at Bldg. 1172.

3.3.10.2. Security Container Maintenance.

If there is a problem with the Security (safe) Container's lock, do not hesitate to call ext. 6-5236 (or base Fire Dept. at ext. 6-1856 after normal duty hours) in requesting assistance. By no means try to repair it yourself! Prior to calling in a request for containers that will not open, ensure the correct combination has been tried numerous times and that it has not been changed recently. Should a problem occur and after repeated tries the container opens, **"STOP AT THAT POINT"**. Please call us and **"DO NOT CLOSE THE CONTAINER"**. Check the AFTO Form 36 periodically; containers should be certified every three years.

3.3.11. Record Keeping.

You should keep a file/logbook that shows a chronological record of all maintenance or repair work done in your facility. This will allow CE to see trends, and start planning for equipment replacement or upgrade if major problems persist. It is paramount that you begin a continuity folder or file that should contain as a minimum the following tabbed information:

Tab 1: Current copies of open/closed AF Form 1219s (Awaiting Zone maintenance visit and work accomplished on previous visit).
Tab 2: Suspense copies of 30 SW Form 35s (Awaiting WRRP action).
Tab 3: Current work order status letters indicating WRRP actions.
Tab 4: Entry log for all emergency and urgent service calls.
Tab 5: Key Control log for all keys assigned and issued.
Tab 6: Service Contracts Information (Refuse/recycle pick-up schedule, grounds maintenance schedule, floor plan showing areas requiring custodial service, and cleaning schedule).
Tab 7: General information (Facility Manager appointment letter, this guide, fire/safety.

4

The Work Flow Process

4.1. How To Get Work Done.

Before you can know how to get work done, you need to know how the CEOF element is organized. You also need to know how work is identified, classified, and what your expectations for completion should be.

4.1.1. Facility Maintenance Organization.

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The base is divided into three geographical facility maintenance Zones, Zone 1 (North Vandenberg), Zone 2 (South Vandenberg), and Zone 3 (Main Base). Your first point of contact for maintenance work is your facility maintenance Zone. The following table shows the Phone Numbers assigned to each Zone.

Zone	**Buildings**	**Customer Service Phone Numbers**
Zone 1	North Base	6-1614/6-4547
Zone 2	South Base	5-1393/5-3073
Zone 3	Main Base	6-0010/6-3152
DCC 1630-0700	All Bldgs	Your Zone # or 6-1856

4.1.2. Try To Help Yourself First.

Many times our workers are called to make minor repairs that could have been fixed more quickly by the building occupants. If you have a clogged toilet at your house, you first try to fix it yourself; your last option is to call a plumber. You should carry this same attitude in your work environment, which often times will result in quicker fixes. The Self-Help program can aid you in doing these minor repairs. More information on the Self-Help program is listed in Paragraph 4.6. In cases that are emergencies or if the job is more than you can handle, your next step is to call your facility maintenance Zone.

4.1.3. Required Coordination.

You are not required to obtain coordination. The WRRP will decide what coordination is required and will obtain it once your request is approved. However, you may obtain the coordination if you would like to speed up the process.

4.1.4. Work Categories (Method of Accomplishment) and Classification.

Let us imagine that you have decided that your facility or equipment needs work, and it is beyond your self-help capability. You now want CE to handle it. However, you must realize there are three categories of work depending on the complexity and cost required. They are: DSW, work order (both done in-house), and contract (Engineering Project-MILCON or O&M, SABER, IDIQ, LO&SC, or Contract by Requester usually using their IMPAC).

Work can be further classified as essential/emergency, urgent or routine. If you have a work request and are not sure which classification it falls under, call your CE Zone for clarification. The following situations/conditions are guidelines to be used for classification of work. These are not all-inclusive and may depend on individual circumstances. The Facility Maintenance personnel based upon your complete description, justification and guidelines listed below will make the final determination as to what a job is classified.

4.1.5. Emergency.

1. Overflowing commodes or clogged sewer lines. NOTE: A single clogged commode in a facility with other functioning commodes IS NOT generally an emergency!

2. Smell of smoke or natural gas.

3. Arcing electrical wires.

4. Broken water mains.

5. Inoperative fire alarm or suppression system.

6. Broken windows and doors which must be secured after normal duty hours. A cracked window IS NOT generally considered an emergency.

7. Roof leaks, jeopardizing operations or loss of government property.

8. Loss of utilities to a facility.

9. Loss of air conditioning for mission-essential equipment. NOTE: Loss of comfort air conditioning IS NOT considered an emergency.

10. Loss of refrigeration for perishable materials.

4.1.6. Urgent.

1. Loss of isolated utility in facility (No power in one or two outlets in a facility, one commode clogged-up with one or more commodes functioning, etc).

2. Loss of comfort heat or cooling in a facility.

3. Isolated roof leaks not threatening damage to high value property and not causing a safety concern.

4. Cracked windows with potential to break and cause security problem.

4.1.7. Classification of Routine.

A routine requirement is defined as all maintenance, repair or minor construction work, other than emergency or urgent which is necessary to maintain and operate a complete and usable facility and to protect it from further deterioration/damage. Routine work should be accomplished within 30 days by in-house forces or within 30 days after receipt of materials, if needed.

4.1.8. Minimum Response times for DSWs.

Emergency Requirement	**within 24-hours**
Urgent Requirements	**5-workdays**
Routine Requirements	**30-workdays**

4.2. Requesting a DSW.

If the request is an emergency or urgent and can be done as a DSW, simply call your CE facility maintenance Zone and report your request. If your request is routine, follow instructions in paragraph 3.2.1. The Zones will only accept input from the Facility Manager, so have all your co-workers route their requests through you unless it is an emergency. Have all the specific information ready, such as room number and description of problem and location. Ask for the work order number so you can record it in your log, and document all other pertinent information as well. The Zone controller should be able to give you a rough estimate as to when it will be scheduled. If the Zone controller feels that the job may be too large to classify as a DSW, they may require you to submit an 30 SW Form 35 as a work order.

4.3. Requesting A Work Order.

A planned work order requires the completion of a 30 SW Form 35. It is imperative that you include a detailed description of the work required. Attach sketches or maps if necessary, and state justification for the work to be accomplished. If the work required is to clear a safety write-up (or any other type of write-up), then a 30 SW Form 35 is required for documentation with the appropriate write-up attached. In addition, please indicate whether your organization will donate resources such as equipment or funds to accomplish the work. Once the 30 SW Form 35 is complete, bring it to your Zone controller. The WRRP will examine all new 30 SW Form

35s to validate and approve or disapprove. If disapproved, the PMU will send the 30 SW Form 35 back with justification or reasons why work cannot be completed. If approved, the PMU will send you an approval verification letter that will inform you how the work will be accomplished.

4.4. Requesting A Project.

A 30 SW Form 35 is still required if you think the work falls within the scope of a project. It is up to the WRRP to decide whether the work will be done in-house or by contract. Simply submit the work request and CE will make the determination of the method of accomplishment.

4.5. CE Work Flow Process.

Attachment 4 shows the basic workflow process you as a building manager need to understand when submitting a work request. We do not expect you to become an expert on how the Civil Engineer gets your work request accomplished, but it will help if you understand the workflow process to some degree. In brief, the following happens when you submit a request:

4.5.1. Your first input occurs with your Zone customer service personnel. This is true regardless if you are calling in a request holding minor routine work for the maintenance inspection, or if you need to fill out a 30 SW Form 35. Your Zone customer service person will ask you certain questions that will help determine how your work request will be handled, and the required forms to make it happen.

4.5.2. When the Zone receives your request; they will perform an initial estimate. If your required work will meet the DSW criteria, your Zone craftsmen will normally accomplish your work through the DIN or FMT process. If your requirement will take less than 50 man-hours and requires some skills that are not available within your Zone, your work request will be sent to the appropriate element within Operations to be done as a DSW. If your request does not meet DSW criteria, it will be forwarded to the PMU for inclusion in the WRRP agenda.

4.5.3. The WRRP is comprised of various managers within the CE organization and some sections outside of CE. Their main function is to evaluate all the information provided on the original work request and any additional information obtained from the Zone. Then, they will determine how best to meet the customers' needs and accomplish the work request. The panel will make the following decisions regarding your request:

a) Validate against existing base plans/programs, approve if valid.
b) Identify method of accomplishment.
c) Determine if the Customer Care Priority (CCP) program applies (See Attachment 6).
d) Determine which agencies need to coordinate on request.
e) Disapprove request (reasons will be provided in writing to the Facility Manager).

4.5.4. In some cases, the WRRP is not able to make a decision and the request may need further evaluation by Maintenance Engineering. They will begin some preliminary planning efforts to try to determine the best avenue for the work to be accomplished. Some of the things they will look at include: your required completion date, availability of funds, in-house capabilities, and future

efforts within the same or associated areas that may affect the work to be accomplished. Once they have gathered all of the facts they will make recommendations to the WRRP who will then make a decision.

4.5.5. If the work required will take 250 man-hours or less and is within Infrastructure or Heavy Repair's capability, can be accomplished within a reasonable time frame, and does not qualify as a Customer Care requirement, your work will be forwarded to these areas for completion.

4.5.6. If the work request qualifies as a CCP requirement (has no priority), the PMU will return it to the CCP Group Monitor who will maintain it until it is within the Group's priority for re-submittal to CE. After CE receives it, the PMU will forward it to the section identified during the WRRP for accomplishment.

4.5.7. If request requires Section III to be completed, then it will be processed at this time (See Chapter 5).

4.5.8. If the work request will be accomplished through some contract means it will be included within the next agenda of the Facility Board (FB) and will be "racked and stacked" within an appropriate fiscal year.

4.6. Requesting Self-Help Work.

There are many instances where an individual or organization may require a more acceptable time frame to have work accomplished. This work may be beyond the scope of the BUFIS, but within the capability of personnel assigned to a particular organization outside of CE. All they need are the tools and materials to accomplish the work, and someone to ensure it is done safely according to current building codes. This type of work is a candidate for self-help.

4.6.1. Individuals wishing to accomplish self-help projects on a larger scale must submit a Base Civil Engineer Work Request, 30 SW Form 35 (Attachment 2) for approval prior to initiating work. Submit your request directly to your Zone who will in turn process your request for approval/disapproval. However, you will have to obtain the proper coordination (Fire, Safety, CEV, etc.). The requester must furnish the labor, but may have the option of furnishing the material/funds from their resources. Once the request is approved and you have been cleared by the Zone to perform self-help work, the Zone will plan your work, order your materials and call you to pick up your materials once they arrive. Once you have begun your project, the Zone will inspect as necessary to ensure quality craftsmanship, coordinate CE support, and ensure timely completion**. (Attachment 7)**

4.6.2. The Base U-Fix-It (BUFIS) Store.

The Base "U-Fix It" Store (BUFIS) carries many items that anyone can install, such as electrical outlet/switch covers, bathroom hardware, and ceiling fixtures and tile. The store allows Facility Managers an opportunity to draw materials or tools to voluntarily perform minor maintenance. Examples of maintenance and repair are: minor painting, replacing towel bars, toilet

paper holders, door stops, door closure, window shades, Venetian blinds, curtain rods, faucet handlers, bib washers and replacement filters. This work does not require a 30 SW Form 35 submission. You are to do everything within your ability to try to fix minor problems. If you are unable to correct the problem or make the necessary repairs yourself, then CE will be happy to help. Stop by the store to see the available items for your use. Hand tools are also available to do your repairs. The BUFIS hours are 0730 - 1700 Monday through Friday.

4.7. Launch Operations and Support Contract (LO&SC).

4.7.1. Scope of Work.

The scope of this contract is to provide management, on-site launch support, engineering, operations, maintenance, and repair services to maintain and modify facilities, infrastructure, and equipment to ensure essential launch facilities are ready to support user's requirements when needed. The Contractor shall perform tasks within the time limits specified; constraints present, and the schedules of the customer's launch operations. The Contractor shall provide facility support to individual space launch complexes and tenant customers, based on their specific needs, mission requirements, parent organization reporting demands, and response criteria.

4.7.2. LO&SC Work Process Summary.

4.7.2.1. The Contractor shall provide a Customer Service function which will receive, process, schedule, track and provide status on all work requirements which include Recurring Work Program (RWP), service calls, task orders, and work requests as pertaining to the items described in the appropriate Appendices and the Detailed Data attachment.

4.7.2.2. The Contractor shall be available to receive emergency work requirements 24-hours-a-day, seven-days-a-week. Emergency calls shall be responded to within 30 minutes of receipt of call.

4.7.2.3. This Customer Service function shall advise the customer of the status of the work within four hours of receipt. In response to work status inquiries, the Contractor shall provide, at a minimum, the date work was started or is scheduled to be started, the last activity performed on the job, the projected completion date, and any problems, which have arisen and are impacting the performance of the work. If materials are required to complete work, the Contractor shall provide, at a minimum, the date materials were ordered and the date materials will be delivered.

4.7.2.4. The Contractor is authorized to accomplish work requirements costing less than $5,000.00 (Labor hours and materials) except for facility alterations or modifications. The Contractor shall estimate and process all work requirements costing $5,000.00 (Labor hours and materials) or more, and minor construction (MC) via 30 SW Form 35 to the Civil Engineer Work Request Review Panel for approval, coordination, and method of accomplishment. If the Government requires the Contractor to perform the MC or other work, a Task Requirement or Work Request will be issued.

4.7.3. Work Classification

4.7.3.1. The Contractor shall classify, document, and prioritize all requirements in Computerized Maintenance Management System (CMMS) upon receipt for emergencies and within 24 hours for all other work. The Contractor shall classify work either as Service Call, Task Requirement, or Work Request. The Contractor shall prioritize and accomplish work as Emergency, Urgent, or Routine according to **Paragraph 4.7.3.1.1.** below. The Government may reclassify work and change completion times as necessary.

4.7.3.1.1. Work Priority. Identification of work requirements into emergency, urgent, or routine priorities is described below**.**

4.7.3.1.2. Emergency - Work which shall be responded to within 30 minutes and be completed within 24-hours. Includes, but is not limited to, work to correct a condition detrimental to the mission or situation that reduces the base operational effectiveness; or eliminates a fire, health, safety hazard; or prevents loss or damage to Government property for large or complete areas of a facility; or as directed by the Government Program Manager.

4.7.3.1.3. Urgent - Work, not an emergency, that shall be responded to and completed within five workdays, or as directed by the Government Program Manager. Includes, but is not limited to, conditions with fire, health, safety hazards; affecting mission schedule, or preventing loss or damage to Government property for isolated areas of facilities.

4.7.3.1.4. Routine - Necessary work not meeting the other priorities shall be responded to within 5 workdays and completed within 30 days of receipt by Contractor or, if materials are required, within 15 calendar days of Contractor’s receipt of materials.

4.8. Work Site Access.

The Contractor shall schedule and coordinate with the requester, for access to facilities, when such requester controls access to the facilities. For corrective work, the Contractor shall notify the requester of the date and time of scheduled start of work.

4.9. Outages/Work Clearance.

4.9.1. If work requires scheduled or unscheduled interruption, disconnect, or cut-off of any utility to or within the facility, or that a facility be vacated, the Contractor shall take action to (1) notify customers, and the Government Program Manager, (2) avoid damage to customer equipment, and (3) minimize disruption of the activity's operation.

4.9.2. Before Starting Work. The person carrying out the excavation must be in possession of completed and valid 30 SW Form 35. Make sure you have plans of the underground services in the area. Drawings issued with 30 SW Form 35 are for guidance only, accuracy is not guaranteed.

NOTE: Throughout the process your focal point for questions on your work request is your Zone customer service or PMU personnel. They will always be able to tell you the status of your work request, or will be able to tell you where to get the appropriate information.

5

Environmental Impact Process

THE 30 SW FORM 35 - PLANNING CHECKLIST & QUESTIONNAIRE

"ENVIRONMENTAL IMPACT ANALYSIS PROCESS"
(Revises AF Form 2519 "All Purpose Checklist")

For

30 CES/CEC/CEO/CEV

TABLE OF CONTENTS:

5.1.1. Purpose.

In order to meet the requirements of AFI 32-7061, ***The Environmental Impact Analysis Process***, it is necessary to evaluate the potential environmental impacts of proposed projects. The attached guidance has been prepared by 30 CES/CEV to assist 30 CES/CEC/CEO project planners in the preparation of Section III, ***Description of the Proposed Action and Alternative*** in 30 SW Form 35, **Base Civil Engineer Work Request**. 30 CES/CEC/CEO planners will use the checklist and questionnaire as background information for completing and submitting 30 SW Form 35 to 30 CES/CEV for review and analysis. Other base, tenant, and commercial proponents that plan to initiate environmental impact analysis for projects proposed at Vandenberg AFB may also use this guidance.

5.1.2. General Information Requirements.

5.1.2.1. Project proponents can support the 30 SW Form 35 evaluation process by providing an adequate *project description*. For project descriptions, use of "Continuation Sheets" is also encouraged when appropriate. Sufficiently *detailed information* (including text, reproducible maps, and diagrams) is requested in order to conduct impact analysis, and to identify any regulatory permits or agency approvals that are required. Any omission(s) from project descriptions must be submitted as soon as possible for timely supplemental analysis by 30 CES/CEV. Subsequent to CEV review, if the project description changes (prior to construction), a revised 30 SW Form 35 must be submitted to 30 CES/CEV to reinitiate review.

5.1.2.2. Proponents can supplement this guidance by also indicating project information on a site map. Identify project location and construction limits on the map. Construction limits include all areas potentially affected by the proposed project *and the alternatives* during construction and operation to include any of the following: construction lay-down areas, staging areas, parking areas, construction access points, construction project footprint, security areas, hazard Zones, fire safety requirements, clear Zones, transportation routes, maintenance access roads, off-road driving areas, new or modified utility lines, perimeter fences, and construction and operations timeframes (duration). Maps should be clear, well defined, and easily reproducible (for example, 8.5" by 11"). For exterior work, use base planning maps, C-1 tabs, or equivalent.

5.1.2.3. Your project will undergo environmental review in the functional areas of Environmental Planning: Project Review & Impact Analysis, Environmental Laws & Regulatory Compliance, Air Quality, Water Quality, Hazardous Materials Management (including use, reporting requirements, and emergency/contingency requirements), Solid Waste (including non-hazardous and hazardous waste), Biological Resources, Cultural Resources, Range Management, Installation Restoration Program, OSHA/Safety, Baseline Assessments, and Pollution Prevention.

5.1.2.4. 30 SW Form 35 Process Timeframes: The approximate process time for completing Section III is fifteen working days from the date that the 30 SW Form 35 (Section III) "Base Environmental" is deemed necessary. Depending on any number of process factors, the process time may be concluded in less than fifteen days, or may extend beyond fifteen days.

5.1.2.5. Please direct questions to 30 CES/CEVPP, Extensions 6-2814, 6-2839, or 6-0133.

5.1.3. "Standard" Environmental Factors For Consideration.

Office	Function	Information Requirements
30 CES/CEV	For All Functional Areas	Identify project footprint, construction limits, Bldg. number. Attach complete project description (include all activities such as demolition, construction, trenching, ground-clearing, staging areas, installation of utilities, piles driven, etc). Attach reproducible (8.5" x 11") maps & diagrams.

5.1.4. Section III: Filling Out The Blocks.

Section III – Request for Environmental Impact Analysis.

Section III: Block 1 and 2 to be completed by customer. Blocks 3-7 for 30 CES/CEV use only. Attach sheets as necessary. Alternatives to the proposed action are not required but must be provided if under consideration. The 'No Action Alternative" is implied.

Provide location map and site map(s) showing project footprint (entire area potentially impacted by the project including utility corridors, parking, staging areas, access roads, etc). these should be easily reproducible and include a north arrow, scale, reference points and accurate work area measurements. Suggest using Base Comprehensive Planning maps.

Based on the most current information, please identify and describe the following items as applicable to your project during construction and operation. Provide quantities, dimensions and sizes whenever possible:

- Types of activities involved in construction and/or operations and their timing, frequency and duration.
- Any increased number of personnel involved.
- Ground disturbance (digging, grading, trenching or scraping). If none, please state.
- Removal or crushing of vegetation.
- Location of borrow and fill sites.
- Structural modifications or demolition.
    - Identify whether asbestos, lead-based paint are known to be present or are unknown.
    - Identify demolition or load-bearing structures.
- Real Property, Equipment or System installation/removal.
    - Identify whether building interior or exterior will be disturbed in any way.
    - Identify whether polychlorinated biphenyls (PCBs) are known to be present or not.
    - Identify air emissions and existing Permit to Operate from Santa Barbara county Air Pollution Control District (APCD).
- Hazardous materials (fuels, solvents, etc) used during construction and/or operation.
- Hazardous waste, wastewater, solid waste generated during construction and/or operation.
- Nuisance factors (i.e. noise, emissions, odors, traffic).
- Safety or fire hazards (i.e. explosives, rocket fuels, toxics, radiation, electro-explosive devices, radio-frequency transmitters, etc).

5.1.5. Section III- CRV Flow Process/Chart (Approximately 15 Days).

Step 1. 30 SW Form 35 is submitted to 30 CES/CEVPP for review.

Step 2(a). If the package is deemed complete, Section III is distributed to appropriate functional areas, for approximately 10 working days review time.

Step 2(b) If it is deemed incomplete, the 30 SW Form 35 will either be "placed on hold - awaiting additional information" (with notification made to proponent that additional information must be provided), or withdrawn and returned to proponent.

Step 3. Approximately 10 working days after CEV distribution of Section III of 30 SW Form 35, comments are consolidated and recommendation is made for either CATEX or EA. Section III of 30 SW Form 35 is submitted to 30 CES/CEVPP supervisory level review (Note: CEVPP Supervisory level review normally completed within 1-5 working days). If recommendation for CATEX is approved, Section III of 30 SW Form 35 is authorized at the CEVPP level and copy of original is returned to proponent.

Step 4. If recommendation for an environmental assessment is approved, Section III of 30 SW Form 35 is elevated for 30 CES/CEV Flight Chief review, approval, and signature (Note: This level review normally completed within 1-5 working days).

Step 5. Section III of 30 SW Form 35 is signed by CEV and returned to 30 CES/CEVPP, a copy of original is returned to proponent.

5.1.5.1. Flow Process Diagram (See Attachment 4)

5.2. Environmental Planning: Project Review & Impact Analysis

5.2.1. Specific Environmental Factors: Environmental Planning, Project Review, And Impact Analysis

Office	Function	Information Requirements
CEVPP	EIAP/Project Review.	30 SW Form 35 is completed & signed. Allow 15 working days (on average) for review. Provide reasonable alternatives for review (if any). Identify temporary and permanent impacts (acres).

5.2.2. Environmental Questionnaire: Environmental Planning And Project Review.

5.2.2.1. Timeframes: Has the proponent identified/proposed a construction schedule and/ a proposed start date for operations? When is the project/action needed?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.2.2.2. Personnel Requirements: Has the proponent provided an estimate of the number of personnel involved in construction and follow-on operations?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.2.2.3. Ground Disturbance: Has the proponent identified a need for ground disturbance (digging, grading, trenching, or clearing)? If planned, provide location on map. Describe length, width & depth of excavation. Provide total acreage of disturbance.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.2.2.4. Base Comprehensive Plan (BCP) Review: Has the proposed project or new building/facility undergone Facilities Board and/or Base Comprehensive Planning review and siting approval? Contact 30 CES/CECB if unknown. Identify whether proposed new land use is consistent with the Base Comprehensive Plan.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.2.2.5. Project Dimensions: Has the proponent identified the dimensions (height, length, width) of new buildings, structural additions, or placement of utilities?.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.6. Traffic Infrastructure: Has the proponent identified any expected increases in local traffic due to construction or operation?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.2.2.7. Coastal Zone: Will the activity take place within (direct effect) or have an indirect affect upon the coastal Zone? For example: facility development, launch program, visual impact.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.2.2.8. Does the proponent anticipate any special or unique safety issues, fire hazards, or other concerns (i.e. explosives, aircraft traffic, missiles, radiation, toxics, electro-explosive devices, radio-frequency transmitters, electromagnetic radiation, toxic hazard corridors, etc)?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.2.2.9. Is the project located on "prime or unique" farmland (See 30 CES/CECB)?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.2.2.10. Is infrastructure in place to provide access, water, power, gas/fuel, waste management, and sewage needs of proponent?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.2.2.11. Is the proponent preparing a Conformity Analysis pursuant to 40 CFR 93.153(c) in conformity with Sec 176(c) of the Clean Air Act Amendments (CAAA) of 1990, for this activity? The proposed activity must be found to be in conformance with the Environmental Protection Agency (EPA) approved State Implementation Plan (SIP).
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3. Pollution Prevention (PP) & Hazardous Materials (HAZMAT) Management

5.3.1. Specific Environmental Factors For Consideration: PP & HAZMAT Management

Office	Function	Information Requirements
CEVPP	*****Pollution Prevention & Hazardous Materials Mgmt.	Identify solid waste to be generated (lbs/tons). Identify Hazardous materials (lbs/tons) usage. Identify water & power needs. Identify Ozone Depleting chemicals (ODC), EPA-17 chemicals, Toxic Release Inventory chemicals anticipated. Identify Business Plan for HAZMAT processes. Identify HAZMAT contingency/response plan. Identify Affirmative Procurement process.

*****Also see Compliance Programs for Air Quality, Hazardous Waste, Solid Waste, and Water Quality.

5.3.2. ENVIRONMENTAL QUESTIONNAIRE: PP & HAZMAT MANAGEMENT

5.3.2.1. Has the proponent implemented an *affirmative procurement process for use of recycled or reused building materials and supplies? Do specs include provisions for affirmative procurement of recycled or reused materials in compliance with Executive Order (EO) 12873? (*Means procuring materials or items with recycled material content, procurement of environmentally friendly products, etc.)
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.2. Are there project requirements for “fill” or “borrow” materials? If so, how much material is needed (tons or cubic yards)? Will the material come from an existing borrow area? Can existing base rubble be used?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.3. Will solid waste (e.g. construction/demolition debris) be produced by this project? If so, how much (tons or cubic yards)? Are measures in place to reduce production of solid waste?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.4. Do project specs provide for transport of construction/demolition debris offsite for Recycling?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.5. Has proponent identified all types and quantities of hazardous materials to be used during project construction and operations? If so, are there provisions in the specs for proper handling, storage and disposal?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.6. Has proponent identified all *Class I Ozone Depleting Chemicals (ODC), Toxic Release Inventory Chemicals, and EPA-17 chemicals and quantities to be used during project construction and operations? (*For lists of the above regulated chemicals contact 30 CES/CEVPP)
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.7. Has proponent obtained a waiver (mandatory) before awarding any contract requiring the use of a Class I Ozone Depleting Chemical, to purchase new or recycled ODCs, or to obtain ODCs from the Defense Logistics Agency ODC bank?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.8. Are Class I ODCs being properly used and managed by proponent? Class I ODCs must be properly contained, recycled, reused, or disposed IAW applicable federal, State, & Local Laws, Regulations, Rules, and the VAFB Hazardous Waste Management Plan.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.9. Is proponent knowledgeable of available drop-in substitutes for Class I ODCs, TRIs, and EPA-17 Chemicals for use in project processes? If not, contact 30 CES/CEVPP or Hazardous Materials Pharmacy (HAZMART) for suitable substitutes.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.10. Are hazardous chemicals being used or stored in amounts that trigger regulatory reporting thresholds for Reportable Quantities, Threshold Planning Quantities, or EPA reporting requirements under Sec 313 (Form "R") of EPCRA? Contact 30 CES/CEVPP for chemical specific RQs and TPQs.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.11. If yes (to above), has the proponent established procurement of all HAZMAT's through the base HAZMART?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.12. Is there a requirement for the proponent to file a "Business Plan" with the appropriate state and local emergency response agencies? A Business Plan may be required when a proposed or operating facility anticipates use or on-site storage of hazardous chemicals, in quantities at or in excess of established state regulatory thresholds.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.13. If so, is there a requirement for the proponent to accomplish a "contingency emergency response plan" for potential accidental releases of hazardous substances under Emergency Planning Commission Right to Know Act (EPCRA)?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.14. Will fuel/chemical storage or processing tanks be installed?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.15. If above-ground tank is proposed for use, please specify number of gallons (capacity) and whether a permit is required to operate. Regulated above-ground tanks require Coast Regional Quality Control Board (CRWQCB) storage tank application and permit (based on capacity).
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.16. Will the above-ground tank have secondary containment?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.17. If underground tank is planned, will tank have level monitoring, secondary containment, leak detection?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.18. Has the proponent notified Santa Barbara County Environmental Health Services (SBCEHS) prior to installation and operation of an underground storage tank?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.19. Does planned underground piping (containing fuels, lubricants, solvents, other hazardous chemical substances) have leak detection? Is piping double-walled?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.20. Have deteriorating, removed, or modified electrical equipment (i.e. lighting ballasts, capacitors, transformers) been tested for existence of Polychlorinated Biphenyl (PCBs) prior to disposal? If PCB concentration meets or exceeds the regulatory threshold of 5ppm, the electrical waste must be managed as a hazardous waste.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.3.2.21. In accordance with Executive Order 12902, have energy efficient, & water conserving, utilities, appliances, and fixtures been incorporated into building design to comply with AF pollution prevention goals? For a copy of the EO contact 30 CES/CEVPP.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4. Cultural Resources Management.

5.4.1. Specific Environmental Factors For Consideration: Cultural Resources Management.

Office	Function	Information Requirements
CEVPC	Cultural Resources & Architectural History.	Identify temporary or permanent impacts (acres). Identify mitigation measures proposed (if known). Identify any relevant previous cultural documents.

5.4.2. Environmental Questionnaire: Cultural Resources Management.

5.4.2.1. Do you anticipate any ground disturbance such as digging, trenching, grading, excavating, etc. to be associated with the project? If so, indicate limits of disturbance on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4.2.2. Are new or modified utilities being proposed for installation? If so, indicate location of activities on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4.2.3. Do you anticipate new parking requirements? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4.2.4. Will there be a construction lay down or staging area, beyond any paved area? If so indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4.2.5. Do you anticipate need for ground disturbance to support security requirements (i.e. perimeter fences, perimeter roads, land clearing)? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4.2.6. Do you anticipate need for ground disturbance to support fire safety requirements outside of building (i.e. fuel/fire breaks)? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4.2.7. Will the project involve the use of off-road, tracked, or tire driven vehicles, operating off surfaced roads or other paved areas? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4.2.8. Will any new roads be required for follow-on maintenance as a result of this project (e.g. utility, maintenance, emergency egress roads). If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4.2.9. Will the project result in any alteration to man-made structures? If so, list building/facility numbers and indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.4.2.10. Will the project result in any alteration to buildings known to be greater than 50 years old, or buildings or sites less than 50 years old that are potentially eligible for listing on the National Register of Historic Places (such as Cold War facilities)? If so, indicate location of the building or structure on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5. Natural Resources Management

5.5.1. Specific Environmental Factors For Consideration: Natural Resources Management

Office	Function	Information Requirements
CEVPN	Natural Resources & Range Mgmt.	Identify natural drainages or wetlands affected. Identify mitigation measures proposed (if known). Identify natural habitats (e.g. chaparral). Identify project operations schedule. Provide plans and specs at all design stages. Identify project noise generated in dBA. Identify any previous biological documentation.

5.5.2. Environmental Questionnaire: Natural Resources Management

5.5.2.1. Will the project require disturbance or removal of any vegetation (groundcover, shrubs, trees)? Will the impacts be temporary or permanent? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.2. Will project activities directly or indirectly affect a wetland, floodplain, or other aquatic resource (e.g. due to anthropogenic activities, erosion, sedimentation, or introduction of contamination)? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.3. Will the project activity occur between 1 April and 31 July (inland areas) or between 1 February and 30 September (coastline)?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.4. Do you anticipate any ground disturbance such as digging, trenching, land clearing, grading, or excavating to be associated with the project? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.5. Are new or modified utilities being proposed? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.6. Do you anticipate new parking requirements? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.7. Will there be a construction laydown or staging area, beyond any paved area? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.8. Do you anticipate need for ground disturbance to support security requirements (i.e. perimeter fences, perimeter roads, land clearing)? If so, indicate location on site map
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.9. Do you anticipate need for ground disturbance to support fire safety requirements outside of building (i.e. fuel/fire breaks)? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.10. Will the project involve the use of Off Road Vehicles (ORV), tracked, or tire driven vehicles, operating off surfaced roads or other paved areas? If so, indicate location on site map.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.11. Will there be any new roads required for follow-on maintenance as a result of this project (e.g. utility, maintenance, emergency egress roads).
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.12. Will there be any revegetation proposed or project landscaping? Are proposed plantings consistent with VAFB Urban Forestry Plan? (Contact 30 CES/CEVPN with questions).
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.5.2.13. Will the project affect rangelands grazed by livestock, or farmed fields?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6. Air Quality And Asbestos Program Management

5.6.1. Specific Environmental Factors For Consideration: Air Quality & Asbestos Program Management

Office	Function	Information Requirements
CEVCC	Air Quality Asbestos Mgmt..	Identify all stationary and "portable" generators (mobile vehicles excluded). For each generator, provide the engine size in brake horsepower (BHP), fuel type, estimated annual hours of operation, and purpose (e.g., emergency backup, construction, operational support, etc). Identify all boilers and give the size (MMBTU/hr) and fuel type of each unit. Identify all above-ground and under-ground fuel storage tanks and specify each tank's capacity (gallons) and fuel type. Identify all architectural and non-architectural coating requirements (i.e. paints, stains, varnishes, primers, etc). Estimate total coating usage (gal/project or gal/yr). Identify all other stationary and portable sources of air pollution (mobile vehicles excluded). Briefly describe each source and identify their capacities and operating schedules. Identify hazardous air pollutant emissions (quantify). Identify proposed air pollution control technology. Identify if asbestos survey is completed or required. Identify asbestos abatement plan if prepared. Identify if structural demolition is proposed. Identify any APCD permits accomplished or needed. If modifications are proposed to be made to currently permitted equipment identify permit numbers. Identify all applicable APCD rules and state whether or not compliance with requirements can be achieved.

5.6.2. Environmental Questionnaire: Air Quality & Asbestos Management

5.6.2.1. Will installed or modified equipment result in air emissions (e.g. boilers, generators, paint booths, solvent or vapor degreasers, fuel tanks, Heating, Ventilation, Air Conditioning (HVAC) units, etc)?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.2. Does the project involve installation, modification, or replacement of equipment that produces 5 million British Thermal Units (BTU) or greater?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.3. Does the project involve installation, modification, or replacement of a generator greater than 20 brake horsepower?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.4. Does the project involve the installation, modification, or use of an electrical generator, air compressor, or other device driven by an internal combustion engine? When evaluating this information, all types and sizes of engines must be assessed (with the exception of engines used to propel motor vehicles). Auxiliary engines mounted on a motor vehicle or engines mounted on a trailer pulled by a motor vehicle must also be assessed.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

If yes, complete and attach an Internal Combustion Engine Worksheet for each engine.

5.6.2.5. Does the project involve the installation or modification of a boiler?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.6. Are Santa Barbara County Air Pollution Control District (SBCAPCD) permits (i.e. Authority to Construct, Permit to Operate) being developed as a result of this project?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.7. Does the project involve the modification or removal of equipment having a permit with the Santa Barbara County Air Pollution Control District?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:
If yes, identify the permit number on the 30 SW From 35:

5.6.2.8. Does the project involve new equipment or processes that are known to, or have potential to require a permit with the Santa Barbara County Air Pollution Control District?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:
If yes, identify the permit number on the 30 SW From 35:

5.6.2.9. Will corrosion control practices such as abrasive media blasting, paint stripping/depainting, solvent coating, or hand surface preparations result in release of regulated emissions?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.10. If yes (to above), do the project specs require certification of compliance with state regulations and APCD rules?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.11. Will high volatile organic surface coatings (paints) or preparations (solvents) be applied?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.12. If yes (to above), do the project specs require compliance with state regulations and APCD rules?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.13. Will activities produce outdoor visible emissions (dust/smoke)?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.14. If yes (to above), are there provisions in the specs for compliance with Air Pollution control District (APCD) Rule 302?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.15. Does this project involve building demolition (definition includes removal of load-bearing supports)? All demolitions require notification to SBCAPCD. Demolition plan must first be approved by 30 CES/CEVCC NLT 15 working days prior to notification to SBCAPCD and/or start of demolition.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.16 Has an asbestos survey been conducted for this project? An asbestos survey must be completed prior to start of any work potentially involving Asbestos Containing Material (ACM).
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.17. Does the building, structure or facility contain non-friable asbestos, or is the building, structure, or facility asbestos free?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.18. If yes (to above), is asbestos present and will the proposed action affect it? All affected asbestos requires abatement.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.19. Does project involve installation, modification, replacement, removal of fuel storage tank?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:
If yes, complete and attach a Fuel Storage Tank Worksheet for each tank and attach to 30 SW Form 35.

5.6.2.20. Will the fuel storage tank hold 10,000 gallons or more of refined fuel oil?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.21. Will the fuel storage tank hold 250 gallons or more of gasoline?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.22. Will the fuel storage tank have a submerged fill fuel pipe?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.23. Are emulsified or cutback asphalts anticipated to be used? If so, has the proponent ensured compliance with Santa Barbara County APCD Rule 329?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.24. Are refrigeration units currently in operation that exceed 5-ton cooling capacity? If so, have the units been retro filled or modified to operate on Class II ODC or better refrigerants?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.6.2.25. Are Class I ODC Halons being proposed for use during project construction and operations?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.7. Installation Restoration Program (IRP), And Environmental Baseline And Closeout Surveys

5.7.1. Specific Environmental Factors For Consideration: Installation Restoration Program & Environmental Baseline & Closeout Surveys (EBS)

Office	Function	Information Requirements
CEVCR	IRP/Remediation.	Identify known areas of contamination / suspect substances.
CEVPP	EBS Review.	Identify previous sampling/IRP documentation (if any). Identify any known Underground Storage Tanks (UST) /Above Ground Storage Tanks (AST) areas (candidate or closed). Identify previous applicable AF Forms 332, 103, 813, or 30 SW Form 35. Identify proposed remediation project & operation dates. Identify historical environmental factors at site or nearby.

5.7.2. Environmental Questionnaire: IRP Management & EBS Surveys

5.7.2.1. Are underground storage tanks proposed for removal? If so, indicate the location of the USTs on a site map and submit with 30 SW Form 35.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.7.2.2. Are potential contaminants known to be or suspected to be located on site? If so, indicate the location of the contamination on a site map and submit with 30 SW Form 35.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.7.2.3. Has an Environmental Baseline Survey, Closeout Survey, or waiver been accomplished for this site? Baseline & Closeout Surveys for Real Estate transactions must be conducted in compliance with AFI 32-7066 ***Environmental Baseline Surveys in Real Estate Transactions***, 25 April 1994.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.7.2.4. Have visible contamination or unusual odors been encountered at the site? If so, indicate the location of the contamination on a site map and submit with 30 SW Form 35.
and submit with 30 SW Form 35.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.7.2.5. Is the contamination or activity located in an historic, toxic, explosive, or hazardous area? If so, indicate the location of the contamination on a site map and submit with 30 SW Form 35.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.7.2.6. Are hazardous materials or petroleum based substances known to have been stored or used at the site? If so, indicate the location of the POL materials on a site map and submit with 30 SW Form 35.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.7.2.7. Have there been any unusual looking deposits, or areas of dead or denuded vegetation observed at or near the project site? If so, indicate the location of the contamination on a site map and submit with 30 SW Form 35.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.7.2.8. Are there any abandoned oil/water separators at the site? If so, indicate the location of the separators on a site map and submit with 30 SW Form 35.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8. Waste Management - Solid Waste (Non-Hazardous), Hazardous Waste, And Industrial Waste

5.8.1. Specific Environmental Factors For Consideration: Waste Management - Solid Waste (Non-hazardous), Hazardous Waste, And Wastewater

Office	Function	Information Requirements
CEVCC	Hazardous Waste Mgmt. Water Quality Mgmt. Solid Waste/Landfill. Lead-based Paint Mgmt.	Identify anticipated hazardous waste (e.g. lead paint, asbestos containing materials, wipe rags). Identify total hazardous waste generation (type & quantity in lbs/tons). Identify "treatment storage disposal facility" to receive waste (Defense Reutilization Management Office (DRMO), offsite, other). Identify EPA ID# (if applicable). Identify non-hazardous solid waste for recycling or reuse on base. Identify non-hazardous solid waste for VAFB landfill disposal. Identify non-hazardous solid waste for landfill diversion credit. Identify non-hazardous solid waste for offsite disposition. Identify domestic wastewater process. Identify industrial wastewater process. Identify hazardous wastewater process. Identify pollutant discharge control technology. Identify discharge permits accomplished or required including: a) Stormwater permit (disturbance of 5-acres or more). b) Discharge permits (including Publicly owned treatment works imposed standards). c) Septic systems/leach fields proposed. d) Waste Discharge Requirements or EPA Administrative Orders Identify lead-based paint survey results. Identify lead-based paint sampling results.

5.8.2. ENVIRONMENTAL QUESTIONNAIRE: WASTE MANAGEMENT

5.8.2.1. Will project construction or operation impact or interface any potable water system, domestic wastewater system, industrial wastewater system, or any other process wastewater (e.g. hazardous wastewater)?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.2. If yes (to above), are there provisions in specs for proper systems management and wastewater disposal?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.3. Is there a domestic wastewater package plant associated with project?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.4. Is the total area being disturbed by construction greater than five acres? If yes, a Storm Water Pollution Prevention Plan must be submitted to 30 CES/CEVCC. Submitted plan will be evaluated for conformance to VAFB's approved stormwater management plan.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.5. Will hazardous and/or nonhazardous solid wastes be generated?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.6. If yes (to above), have these wastes been characterized and quantified (lbs/tons), including accurate identification of Hazardous Waste (HW)?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.7. If so (to above), are there provisions in the specs for appropriate waste management including recycling, reuse, landfill diversion, waste minimization, offsite transport and proper disposal?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.8. Have procedures been developed for management of project waste?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.9. Are "hazardous" routine maintenance materials & products such as fluorescent light bulbs, and spent batteries, and hazardous household products being properly disposed as hazardous wastes?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.10. Are treatment processes such as oil/water separators required or in use? Oil/Water separators require a conditional exemption permit from the Dept of Toxic Substance Control. If yes, Permit By Rule (PBR) application is required.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.11. Will hand sanding or media blasting be performed on building or facility surfaces known to contain or with potential to contain lead-based paint?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.12. Does this project involve activities resulting in physical modification or demolition of a building or facility with surfaces known to contain or with potential to contain lead-based paint?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.13. Has a lead-based paint survey been conducted for this project? A lead-based paint survey must be completed prior to start of any work with potential to affect lead-based paint..
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.14. If yes (to above), is lead-based paint present, and will the proposed action affect it? All affected lead-based paint requires abatement.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.15... Will the project include activities affected PCB-containing equipment such as lighting ballasts, electrical capacitors or transformers?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.16. Will the project generate waste concrete or asphalt rubble? Concrete and asphalt rubble must be authorized (by base landfill) for transport to the Washington Ave rubble yard for recycle processing and reuse.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.17. Has the proponent evaluated the potential for applying deconstruction techniques to facility demolition projects on base. Deconstruction is a secondary material salvage (lumber.

glass, window frames, etc) occurring after Asbestos Containing Material (ACM) or lead-based paint remediation and before demolition.
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

5.8.2.18. Has the proponent evaluated the reuse potential of on base recycled/processed materials (e.g. concrete/asphalt rubble) within the proposed project?
If Yes: If No: If Potential: If Unknown: Please Provide Description or Explanation:

6

Work Clearance Process

6.1. Objective. The successful completion of the work clearance request is a rather lengthy process involving many people. It will require the full cooperation of all concerned in order to minimize the efforts required. This process is designed to protect people from injury and facilities and utilities from unnecessary disruption.

6.2. Use. The BCE Work Clearance Request is used for any work (contract or in-house) that may disrupt aircraft or vehicular traffic flow, base utility service, protection provided by fire and intrusion alarm systems, or routine activities of the installation. It identifies environmentally sensitive areas which must be protected. This form is used to coordinate the required work with key base activities and keep base inconvenience to a minimum. It is also used to identify potentially hazardous work conditions in an attempt to prevent accidents. The work clearance request is processed just prior to start of work. If delays are encountered and the conditions at the job site change (or may have changed) this work clearance request must be reprocessed.

6.3. Coordination. A Work Clearance Request coordination meeting will be held every Tuesday at 0900 hrs. in the CE conference room of Building 11439. The purpose of this meeting is to establish a central location for the process to begin. Representatives from each key organization involved in the Work Clearance Request process and the Requester will need to attend this meeting. If the Clearance Request can't be signed at this weeks meeting, perform any required actions and sign the form prior to the next weeks meeting.

6.4. Excavations. An approved Work Clearance Request (or dig permit) is required for any interior or exterior excavation deeper than six inches. The Environmental Flight must coordinate on all requests regardless of depth due to potential for impacting endangered/protected vegetation.

6.4.1. Requester marks planned excavation in field. (IAW paragraph 4.7.1. and established Underground Service Alert (USA) guidelines.)

6.4.2. Requester receives Work Clearance Request from the 30th CES Production Management Unit (PMU) at Bldg. 11439, extension 6-0010, and completes Part 1 of the form.

6.4.3. Requester attends coordination meeting and submits completed package including detailed drawings of the proposed work.

6.4.4. After the PMU representative assigns a tracking number, the organization represented at the Coordination Meeting will complete as much of Part II of the Clearance Request as possible at the meeting.

6.4.4.1. When required, these representatives will mark utilities in the field, transfer utility markings to the field drawing, and sign the original copy of the Clearance Request located in PMU prior to the next weeks' coordination meeting.

6.4.4.1.1. If requester is a contractor, PMU forwards updated field drawings to COR. If requester is in-house, PMU files copy with Master Work Order.

6.4.4.1.2. The utility representatives or the requester may request a field meeting to answer any questions about the excavation.

6.4.5. When PMU representative determines Part II of the Clearance Request is complete, the requester will contact USA to obtain a USA Location Request Number (two days prior to digging) and provide the USA number to the PMU representative who will enter the number on the form. Underground Service Alert (USA) will determine whether non-base owned utility companies (with the exception of cable TV service) are present prior to digging.

6.4.6. PMU representative will submit Work Clearance Request to the Chief/Deputy Chief of Operations (CEO), the Chief/Deputy Chief of Engineering (CEC) or their representative for final approval/disapproval.

6.4.6.1. Upon return of the Work Clearance Request from CEO/CEC, the PMU representative will call the requester for pick-up of the permit.

6.4.6.2. The Clearance (excavation permit) will remain valid for six months or job completion, which ever occurs first, from date of final approval. The Work Clearance panel may reduce this time period on a case-by-case basis. The requester shall/must maintain all marked utility lines and provide a reference drawing that indicates the location of all marked utilities in the excavation permitted area. Six-month clearances only pertain to base owned utilities. If a non-base owned utility is affected, the requester must update the USA number every 14 calendar days if excavation continues beyond 14 days.

6.4.7. Execution. As noted on the Work Clearance Request, the requester must notify the appropriate agency prior to starting work in case monitoring is required by that agency.

6.4.7.1. Planned excavations must be marked IAW USA guidelines using appropriate color-coded, chalk based paint or colored/flagged stakes.

6.4.7.1.1. Color code for marking underground utility lines: Red – Electric; Yellow – Gas/Oil/Steam; Orange – Communication/CATV; Blue – Water; Green – Sewer; Pink – temporary survey markings; White – proposed excavation boundaries.

6.4.7.2. *Unless otherwise stated in Government Contract documents*, the Excavator shall hand dig within three feet on either side of the marked utility.

6.4.7.2.1. Power equipment may be used where utilities are noted in the following instances:

6.4.7.2.1.1. To remove existing pavement or floor surface, if it has been determined that there are no utilities in the pavement or floor.

6.4.7.2.1.2. To break the surface of the soil (top 6 inches).

6.4.7.2.2. If the utility is not found after hand excavation 36 inches on each side of the mark indicating the utility location, the Excavator will contact the appropriate Utility Representative for a more precise location. If the utility still cannot be found, the Excavator may proceed cautiously with excavation in the area.

(**Note:** The 36 inch boundary does not apply to depth; the Excavator will be held liable for any damage to utilities within the marked area.

6.4.7.3. If an unmarked utility is located, the Excavator shall notify the Utility Representative immediately and update the field drawings. Return updated drawings to PMU.

6.4.7.4. If any utility is damaged, the Excavator must immediately notify the PMU representative and provide the following information: Exact location, type of utility damaged (if known), extent of damage, name and phone number where Excavator can be reached.

6.4.8. A copy of the Clearance Request (dig permit, Section IV of 30 SW Form 35) shall be maintained at the excavation site at all times.

6.4.8.1. The Excavator may call PMU for remarking utility lines if necessary.

6.4.8.2. The Excavator must contact USA to renew any non-base owned utility markings (such as GTE) in the field an must report any renewal information to PMU representative.

6.4.8.3. If a permit is required beyond 90 days, the Excavator repeats the process two weeks before the permit expires, starting from paragraph 4.1.

6.5. Aircraft Or Vehicular Traffic Interruptions.

6.5.1. If the proposed work is going to interrupt traffic, whether aircraft or vehicular, the appropriate representative will begin the coordination process at the Work Clearance Coordination Meeting. The 30 SW/OG representative will work the airfield traffic and launch facility interruptions. The Fire Department and Security Forces representatives will work the vehicular traffic interruptions.

6.6. Fire And Intrusion Alarm Interruptions.

6.6.1. Any work with the potential to affect fire alarm systems will be coordinated with the Fire Dept. and 30 CES/CEOIA representatives at the Work Clearance Coordination Meeting.

6.6.2. Any work with the potential to affect intrusion alarm systems will be coordinated with the Security Force and 30 CES/CEOIA representatives at the Work Clearance Coordination Meeting.

6.7. Interior/Exterior Environmentally Sensitive Work.

6.7.1. Any work which will include demolition, Hazmat abatement, or the potential to disrupt vegetation, wildlife and/or habitat, archaeological sites, HAZMAT, electrical, HVAC, or other interior utilities must be coordinated with the Environmental Planning (30 CES/CEVP) and/or the Facility Maintenance Element (30 CES/CEOF) representative at the Work Clearance Coordination Meeting.

6.8. Emergency Work.

6.8.1. Emergency work will require the requester to obtain a Work Clearance Request tracking number from the PMU at Bldg. 11439 and then process the form through the organizations found in paragraph 6.10.1.3..

6.9. Work Clearance Request Emergency Procedures.

6.9.1. No mechanical digging will be performed within 3 feet of the marked utility until cable and/or utility is physically exposed by HAND DIGGING.

6.9.2. The Work Clearance Request is not valid until approved and signed by approving officer. This is usually the Engineering Flight Chief/Deputy for contract work and the Operations Flight Chief/Deputy for in-house work. Approval will not be considered until all required items on the front of the form have been completed and the form is returned to 30 CES Production Management Unit, along with copies of appropriate map, drawing, plan, etc. of the intended work area.

6.9.1.3. The Work Clearance Request must be processed through the following organizations:

BLDG	PHONE	ORGANIZATION/BRANCH
11439	6-0010	30 CES/CEOF Production Management Unit
11439	6-4352	30 CES/CEOEE – Cathodic Protection
11439	6-5885	30 CES/CEOIU – Water, Gas, Sewer Distribution
11434	6-6434	30 CES/30 CES/CEOIE – Exterior Electric
10715	6-6165	30 CES/CEOHH – Drainage Sys, Pavements, Railroads
11439	6-2330	30 CES/CEOEC – Service Contracts (for irrigation only)
11439	6-1937	30 CES/CECB – Base Comprehensive Planning (new const.)
864	5-1375	30 CES/CED – Explosive Ordinance Disposal (EOD)

7015	6-0133/6-2839	30 CES/CEVP – Environmental Planning
10660	6-3111	30 CES/CEFT – Fire Department
13675	6-3300	30 SFS – Security Forces Squadron
7015	6-8804	30 SEG – Ground Safety
6510	6-4400	30 Communications Cable Affairs (Dynamic Concepts Inc.)
2500	6-1523	Det 1, Launch Comm Branch (LCB) (fiber optics)
15500	734-1238	Americable International Cable Television
11439	6-4749	30 CES/CEO – final approval of request
11433	6-8093	30 CES/CEC – final approval of request (contractors)

7

Service Contracts

7.1. Available Service Contracts.

The following information is provided to assist customers when requesting base services.

7.1.1. Custodial Services.

Custodial services for support agreements that are deemed non-reimbursable by the host are provided at no cost to the organization/agency. As of this date, this service is alternating day/night service. Any new or additional support requests may have to be paid for by the requesting organization/agency.

Custodial services for support agreements that are deemed reimbursable by the host can also be provided at a cost to the requesting organization/agency. Alternating day or night service is available at the current rate of .0584325 per square foot per month. Various additional services are available to those organizations/agencies who pay their own way.

7.1.2. Grounds Maintenance.

Grounds maintenance for support agreements deemed non-reimbursable by the host are provided to the scope of the existing grounds maintenance contract. Any new or additional support requests may have to be paid for by the requesting organization/agency.

Grounds maintenance for support agreements deemed reimbursable by the host can also be provided at a cost to that requesting organization/agency. The current cost of a typical grounds maintenance service is approximately $125.00 per acre month. This service includes weekly cutting, edging, weeding, and trimming. Various additional services are available at a cost to those organizations/agencies who pay their own way.

7.1.3. Refuse and Recycle Service.

Refuse and recycle service for support agreements that are deemed non-reimbursable by the host are provided at no cost to the organization/agency. Service as of this date ranges from twice daily to once every six months, with a same day pickup for full containers. Any new or additional support requests may have to be paid for by the requesting organization/agency.

Refuse and recycle service for support agreements that are deemed reimbursable by the host can also be provided at a cost to that organization/agency. The cost for reimbursables is still to be determined. The current refuse/recycle container sizes are 60, 90, 300, or 450 gallon (no more than 4/8 cubic yards).

7.1.4. Chemical Latrines.

Chemical latrines are available only to those buildings that have been assigned by Base Real Estate to be without restroom facilities and/or during valid utility outages. All other chemical latrine requirements are the responsibility of the requesting organization/agency and will be reviewed on a case-by-case basis.

7.1.5. Tree Trimming/Removal.

Base wide tree trimming/removal is available by request from organizations/agencies requiring this service.

7.1.6. Pest Control.

Pest control includes maintenance and inspection of facilities. Call the CE Service Contracts Section directly at 6-2330 for base wide pest service or call the Zone. Military Family Housing pest service should call the Housing Office at 6-3434.

7.1.7. Other Service Contracts.

Other services available are appliance repair, sewer pumping, elevator maintenance, grease trap pumping, oil/water separators, hydro seeding, window cleaning, grease exhaust cleaning, and soil testing. All requests for service contract support are initiated by of a Base Civil Engineer Work Request, 30 SW Form 35, which is submitted **directly** to 30 CES/CEOEC. Additional paperwork (i.e., funding request AF Form 9, **Request For Purchase**, floor plan or sketch of work area, etc.) may also be required. Once the initial service request is established, all follow-on actions (i.e., changes, cancellations, compliments or complaints, etc.) should be directed to this office. Complaints should be submitted **directly** to 30 CES/CEOEC on AF Form 714, **Customer Complaint Form.** For additional service contracts information or assistance, please contact the Service Contracts Section at extension 6-2330.

8

Facility Abuse

8.1. Management of facility abuse is a continuing item of interest throughout the Air Force. The building manager, organization commander, BCE and the Support Group Commander all play an integral part in identifying, investigating, and resolving any possible instance of facility abuse. Facility abuse can be defined as any damage or loss which is due to misconduct or negligence in the use, care, custody, or safeguarding of real property facilities or systems.

8.2. When facility damage is discovered, report it to your commander, who will initiate an investigation. Security Forces will do an incident report for the record and forward a copy to your commander and CES. You must prepare a 30 SW Form 35 with your commander's signature and forward to your Zone. The Zone will do a cost estimate and forward it to the your commander. Once the organization commander has completed his investigation, he should forward a copy of his findings back to CES with a recommendation of method to repair (self-help or CES in-house/contract labor). CES will be reimbursed by the organization or individual at fault for all expenses to restore Real Property. Reimbursement actions will be completed/accomplished through the report of survey process as identified by the unit charged with the damage.

STEVEN C. BOYCE, Colonel, USAF
Commander, 30 Civil Engineer Squadron

MEMORANDUM TO DESIGNATE FACILITY MANAGER

//DATE//

MEMORANDUM FOR 30 CES/CEOF

FROM:

SUBJECT: Facility Manager Appointment

1. The following personnel are designated as Real Property Facility Managers:

Building Number	**Pri/Alt NAME**	**Rank**	**Office Symbol**	**Duty/Home Phone**	**Mailing/E-mail Address**

Primary Signature: _____ Alternate Signature: _____

_____ _____

2. Please remove the following individuals from your records as they have been replaced with those listed above. I have ensured each person has completed all necessary out-processing actions.

Name	Rank	**Office** Symbol	**Duty** Phone

Signature of
Squadron Commander/or Equivalent

Attachment 2

FILLING OUT THE 30 SW FORM 35

The primary document used by your Base Civil Engineer to accept work is the 30 SW Form 35. Making sure the form is filled out properly will help us help you to get the work required quickly and efficiently. The following are some hints that will help fill in the blocks:

Block What to do

Block 1: Organization and Office Symbol Assignment of Requestor.

Block 2: Date you submit request to CE.

Block 3: BCE use only.

Block 4: BCE use only.

Block 5: Your name and phone number.

Block 6: Enter the date the requested work should be completed. (**NOTE:** Be sure to complete Block 9 to justify the urgency of your request.)

Block 7: Enter the number of the building or facility where the work is to be performed.

Block 8: "Description of Work to be Accomplished". It is imperative that you include a detailed description of what work is required. Attach any sketches, plans, diagrams, specifications, photographs, or any other data/information that would provide a complete description of the location and scope of work requested.

Block 9: "Justification of Work Required". State the justification for the work required. If the work is required to clear a safety write-up (or any other type of write-up), attach a copy of the write-up.

Block 10: "Donated Resources". Indicate the resources you or your organization will donate or furnish.

Block 11: "Sign and Date". **NOTE:** The 30 SW Form 35 can only be signed by the commander or Facility Manager, primary or alternate. Once the form is turned in to the zone it will be issued a work order number and the Facility Manager will be given a copy of the form for their records.

Block 12: Has five spaces for offices requiring coordination.

Section 2 - For Base Civil Engineer Use.

Blocks 13, 14 & 15: Base Civil Engineer Use.

Section 3 – Base Environmental Only. Blocks 1 & 2 to be completed by customer. Blocks 3 – 7 for 30 CES use only. This section is for Base Civil Engineer Use. This part of the form deals with what impact work orders will have on the environment. For more information on the Environmental Impact Review Process see 30 SWPAM 32-3. After Section III is complete you will receive another copy of the 30 SW Form 35 showing the approval date and the suggested method of accomplishment.

Section 4 - Coordination for Work Clearance. This section is for Base Civil Engineer Use. This part of the form deals with work clearance coordination. As mentioned in Chapter 3, Facility Managers may obtain the coordination to speed up the process. For more information on work clearance requirements see 30 SWPAM 32-3.

FINAL NOTE: Throughout the process your focal point for questions on your work request (30 SW Form 35) is your zone customer service or PMU personnel. They will always be able to tell you the status of your work request, or will be able to tell you where to get the appropriate information.

Attachment 3

SAMPLE FORM AF 1219, BCE MULTI-CRAFT JOB ORDER

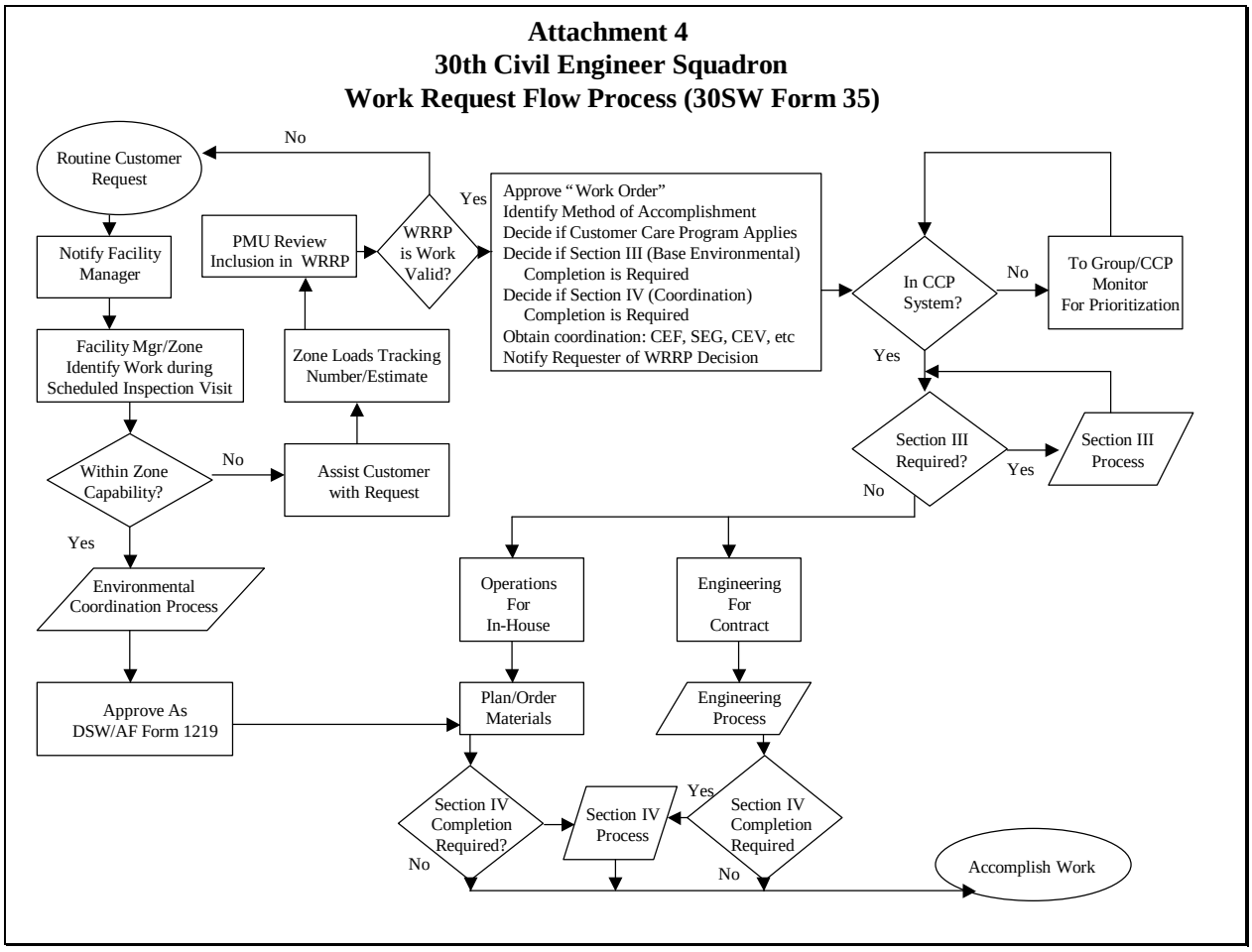
BCE MULTI-CRAFT JOB ORDER			JOB ORDER NO.
COST CENTER	COLLECTIO WORK ORDER NO.	FACILITY NO.	DATE PREPARED
NAME OF INSPECTOR *(Last, First, Middle Initial)*	USING AGENCY	INDIVIDUAL TO CONTACT (Name and Telephone NO.)	

WORK DESCRIPTION	LOCATION	MATERIALS		WOR K ID CODE	M/HR EST.	CRAFT	INCOM-PLETE WORK
		ITEMS	QNTY				

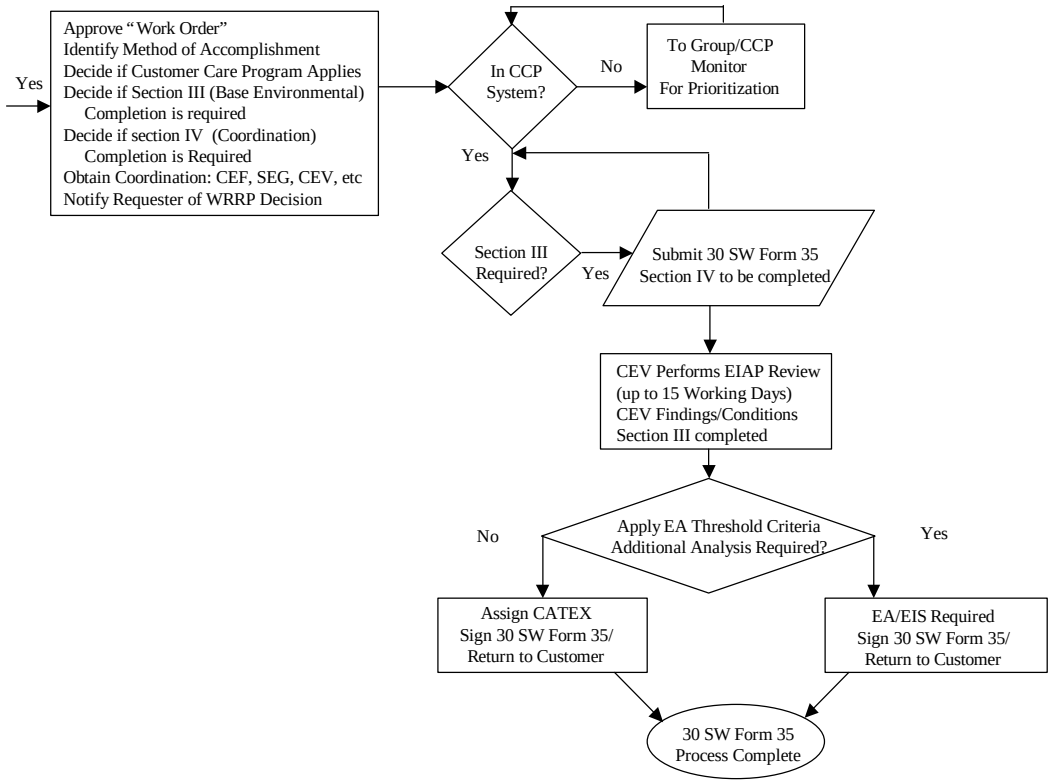
AF FORM 1219, FEB 84 ***(EF-V1)*** *(PerFORM PRO)* PREVIOUS EDITION OF MAY 78 WILL BE USED.

Attachment 4

30 SW FORM 35 WORK FLOW CHART



Attachment 4 Con't
30th Civil Engineer
Squadron
Environmental Impact Analysis Request Flow Process (Section III)



Attachment 5

CUSTOMER SERVICE SURVEY

Customer Service Survey

Return to: 30 CES/CEO

Work Order #:_____ Craftsperson:_____ Shop:_____

Requestors Name:_____ Unit:_____ Duty Phone:_____

The purpose of this survey is two-fold. First, this survey allows you, our customer, the opportunity to respond back to us with your opinions and comments on how we are serving you and taking care of your needs. Second, this survey may be used as part of AFSPC's Quality Performance Measurement Program reported monthly to command. We sincerely appreciate you taking the time to complete this survey so we and the command can determine the level of competency, service, and satisfaction we are supplying to you.

RATING SCALE: 1 — Poor 3 — Satisfactory 5 — Excellent

1. How would you rate the courtesy and professionalism of the Civil Engineer craftsperson you had contact with?

1 2 3 4 5 N/A

2. How would you rate Civil Engineer effectiveness (i.e., communication, status, timeliness) of completing this work requirement as scheduled?

1 2 3 4 5 N/A

3. How would you rate the overall quality (i.e., cleanliness, craftsmanship, end product) of the work performed?

1 2 3 4 5 N/A

4. How would you rate the overall Civil Engineer response to this work requirement?

1 2 3 4 5 N/A

Requestor's Signature:_____ Date:_____

Please provide any additional comments on the reverse of this survey.

(reverse of survey)

COMMENTS

----------fold here ----------
---

30 CES/CEO
1172 Iceland Ave.
Vandenberg AFB, CA 93437-6011

---------- fold here ----------

Attachment 6

CUSTOMER CARE PROGRAM

30 Civil Engineer Squadron
Customer Care Program (CCP)

This attachment establishes procedures and assigns responsibilities to ensure efficient use of in-house Civil Engineering (CE) resources for completing planned work orders through the Customer Care Program (CCP).

A6.1. Purpose.

The CCP allows Wing/Group Commanders at Vandenberg AFB to identify and prioritize projects for accomplishment by the CE in-house work force, thereby effectively 'manage' their backlogs of CE work requirements. In return for prioritizing these requirements, CE commits to completing a certain number of work orders based on the Group's allotment. The CCP enhances customer service by giving each group a fair share of CE's manpower along with a commitment to complete the work.

A6.2. Responsibilities:

A6.2.1. Group commanders will:

A6.2.1.1. Assign a Group Work Order Monitor.

A6.2.1.2. Approve the Group's current Work Order Priority List.

A6.2.1.3. Attend the Quarterly Work Order Allocation Meeting.

A6.2.2. Group Work Order Monitors will:

A6.2.2.1. Maintain the Group's current work Order Priority List.

A6.2.2.2. Coordinate with the CCP Manager on additions to or deletions from the Work Order Priority List.

A6.2.2.3. Channel information between group customers and CE.

A6.2.2.4. Notify squadrons within the Group when units' work orders are affected by priority changes.

A6.2.2.5. Attend the Quarterly Work Order Allocation Meeting.

A6.3. Procedures.

A6.3.1. The Customer Care Program is based on a 12-month period beginning with July and ending with June. Work orders will be allotted for this period and Groups will be responsible for managing their requirements on this basis.

A6.3.2. Each Group gets a work Order allocation based on CE's available manpower as described below. Allotment is based on number and square footage of facilities, age of facilities, mission priority and number of personnel assigned.

A6.3.2.1. Command Section 3 (although flexible, the general rule is 14 AF = 1, 30 SW = 2)

A6.3.2.2. Operations Group 10

A6.3.2.3. Logistics Group 3

A6.3.2.4. Support Group 14

A6.3.2.5. Det 9, SMC 2

A6.3.2.6. 576 FLTS 2

A6.3.2.7. 381 TRG 2

A6.3.3. The CCP Manager will project manpower availability and determine the number of work orders each group will be allotted in the upcoming period.

A6.3.4. Group work Order Monitors will prioritize all CE requirements within the Group and create a Work Order Priority List, not to exceed the yearly allotment.

A6.3.5. The CCP Manager will enter these requirements into the CE Interim Work Information Management System (IWIMS) computer database for future planning and scheduling.

A6.3.6. The Vertical and Horizontal Construction section chiefs will plan and schedule top priority work orders for each Group. The CCP Manager will inform the Group Work Order Monitors of the tentative start dates for the top priority work orders. Note: Once a work order is planned (materials ordered), no changes to its priority will be authorized.

A6.3.7. The Vertical/Horizontal Construction sections will complete the work order as scheduled.

A6.3.8. Once a Work Order is complete, the CCP Manager will determine the number of man-hours actually expended on the job and "charge" the Group with 1 or more work orders. Example: Vertical Construction Section completed a Work Order renovating the Security Forces break room. The job took 390 man-hours of labor so the 30 support Group's Work Order Balance will be "charged" with 2 Work Orders. If the requirement exceeds 250 man-hours and

the amount which is in excess is over 90 man-hours (50% of 180 minimum), then a Work Order is 'charged'. Note: Every effort will be made to be as accurate as possible when planning man-hour estimates so Group Monitors will know in advance whether a requirement will "cost" more than one allocation.

A6.3.9. After completion of the work Order, the Group will be permitted to submit a new requirement and assign it a new priority.

A6.3.9.1. To enter a new Work Order in the Work Order Priority List, the Group work Order Monitor must submit a 30 SW Form 35 to the CCP Manager.

A6.3.9.2. The CCP Manager will assign a work order number and enter it into the Group's Work Order Priority List.

A6.3.10. A Quarterly CCP meeting will be held with each Group individually. At this meeting, the Group Commander, Group Work Order Monitor, CCP Manager and other key personnel will review the current Work Order Priority List, discuss current work Orders in progress, and review the Group's Work Order Balance.

A6.3.11. Before 1 July, the CCP Manager will project manpower availability for the upcoming fiscal year and the process will start over at paragraph 3.3. above.

A6.4. Training

A6.4.1. Group Work Order Monitors will be trained individually by the CCP Manager Training will be conducted on an as-needed basis when Group Work order Monitors are replaced.

Attachment 7

SELF HELP PROJECT CHECKLIST

SELF-HELP PROJECT CHECKLIST

RECORD OF SELF-HELP INSPECTIONS

WORK ORDER NUMBER:	BUILDING NUMBER:

IN-PROGRESS INSPECTIONS

DATE	NAME PRINT/SIGN	REMARKS

FINAL INSPECTION

DATE	NAME PRINT/SIGN	REMARKS
APPROVED/ DISAPPROVED	INSPECTOR'S SIGNATURE	CUSTOMER'S SIGNATURE

UNUSED MATERIAL TURNED IN ? YES ? NO ? N/A

CONFIRMATION OF BREIFING OF SELF-HELP WORK

I HAVE BEEN BRIEFED BY CIVIL ENGINEERING PERSONNEL ON THE ITEMS LISTED BELOW AND FULLY UNDERSTAND MY DUTIES AND RESPONSIBILITIES IN ACCOMPLISHING SELF-HELP WORK.

_____ 1. NATURE AND SCOPE OF CIVIL ENGINEER SUPPORT.
_____ 2. NORMAL SAFETY PRECAUTIONS INCLUDING DEMONSTRATED PROFICIENCY IN THE USE OF POWER TOOLS.
_____ 3. CIVIL ENGINEER MATERIAL SUPPORT.
_____ 4. START AND STOP DATES.
_____ 5. COORDINATION OF ANTICIPATED DATE OF COMPLETION.
_____ 6. IN PROGRESS AND FINAL INSPECTIONS.
_____ 7. WARRENTY AND GUARANTEE RESPONSIBILITIES.
_____ 8. RETURN OF UNUSED MATERIALS AND BORROWED TOOLS, IF ANY.

NAME (FACILITY/PROJECT MANAGER:	RANK:	ORGANIZATION/OFFICE SYMBOL:	PHONE:

SAFETY BRIEFING

1. WEAR EYE PROTECTION, HEARING PROTECTION, HARD HAT, WHEN APPLICABLE.
2. CHECK OUT CONDITION OF EQUIPMENT AND TOOLS BEFORE STARTING WORK.
3. USE THE RIGHT TOOL FOR THE JOB. EXAMPLE: DON'T USE A SCREWDRIVER AS A PRY BAR.
4. KNOW HOW TO USE YOUR TOOLS THE RIGHT WAY. EXAMPLE: DID YOU PLACE THE PIPE WRENCH IN THE RIGHT DIRECTION TO LOOSEN A WATERPIPE.
5. USE ONLY A FIBERGLASS OR WOODEN LADDER TO DO ELECTRICAL WORK.
6. DO NOT WORK ON ENERGIZED CIRCUITS AND TREAT ALL CIRCUITS AS LIVE.
7. DO NOT HOOK UP ANY CIRCUITS TO THE LOADCENTER OR PANEL. THIS WILL BE DONE BY THE ZONE OR QUALIFIED ELECTRICIAN.
8. USE PROPER LIFTING TECHNIQUES.
9. CLEAN YOUR AREAS OF DEBRIS BEFORE AND AFTER STARTING WORK.
10. LAST AND MOST IMPORTANTLY, IF YOU ARE NOT SURE OF SOMETHING, STOP THE JOB AND CONTACT YOUR ZONE.

SELF-HELP CRITIQUE – PLACE AQ "1 THROUGH 5" IN THE BOX, 5 BEING THE BEST.

? 1. HOW WOULD YOU RATE THE COURTESY AND PROFESSIONALISM OF THE CE PERSONNEL YOU HAD CONTACT WITH?

? 2. HOW WOULD YOU RATE CE EFFECTIVENESS (i.e. communications, status, timeliness) OF COMPLETING WORK AS SCHEDULED?

? 3. HOW WOULD YOU RATE THE OVERALL QUALITY OF YOUR END PRODUCT (materials, craftsmanship)?

? 4. HOW WOULD YOU RATE THE OVERALL CE RESPONSE TO YOUR WORK REQUIREMENTS?

COMMENTS:

CUSTOMER (FACILITY/PROJECT MANAGER) SIGNATURE:	**DATE:**